



City of Sugar Land
Planning Department
Development Review Process
Policies and Procedures

Effective Date: May 13, 2002 / Revised April 2, 2007

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I. PURPOSE

To establish the procedures and requirements for the submittal, review and action by City staff, the Planning and Zoning Commission and City Council of the subdivision and development of land in the City of Sugar Land and its extraterritorial jurisdiction (ETJ).

II. SCOPE

These procedures shall be followed by all applicants involved in submittal of subdivision plats, general land plans and site plans.

III. PLATS AND GENERAL PLANS

A. MEETING DATES

The Planning and Zoning Commission meets at 7:00 p.m. twice a month on the second Tuesday and fourth Thursday. The City Council meets twice a month on the first and third Tuesday at 5:30 p.m.

B. SUBMITTAL DATES and REVIEW SCHEDULE

1. Submittal dates will be the first and third Monday of the month and the deadline is 3:00 p.m.. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of submittal.
2. After staff has determined the application packet is complete, staff will review submittals for compliance with all applicable codes and regulations. Anticipated staff review times are as follows:

<u>Submittal Type</u>	<u>Initial Review Time</u>
General Land Plan	45 working days
Preliminary Plat	15-20 working days
Final Plat	15-20 working days
Replat	15-20 working days
Short Form Plat	15-20 working days
Administrative Plat	15-20 working days

3. After review, staff prepares written comments. Prior to comment letters being sent out, staff invites the applicants to the weekly Development Review Committee (DRC) meeting (held on Thursdays) to allow for open communication and where comments from the reviewing Departments are discussed. Written comments are then sent to the applicant by Friday of the meeting week.

4. Once the applicant has resubmitted a plat or plan that addresses and satisfies all staff comments, the plat shall be “filed” and placed on the next available Planning and Zoning Commission meeting agenda. Administrative Plats do not go to the Commission. The plats are reviewed for all technical requirements by staff, and a recordation package can then be sent to the City for signatures prior to recordation.
5. The 30 day statutory review period shall commence on the date the plat is certified as “filed.” *All staff comments must be addressed and the plat stamped “CLEARED FOR PLANNING & ZONING COMMISSION”.*

IV. SUBMITTAL AND GRAPHIC REQUIREMENTS (Deadline is Monday at 3:00 p.m.)

A. General Land Plan

1. Submittal Requirements

- (a) *Pre-development meetings are recommended prior to submittal of all general plans.*
- (b) Ten (10) copies of the completed application.
- (c) Ten (10) copies of the general land plan 24” x 36” folded into 8½” x 14”.
- (d) One traffic impact analysis (TIA), if determined applicable by the traffic engineer at the pre-development meeting. Three copies of the final TIA, including addendums, should be provided once the general plan is approved by City Council.
- (e) Two sets of conceptual service plans for water, wastewater and drainage showing coordination with the City’s master plans.
- (f) Written information regarding fire service in the extraterritorial jurisdiction.
- (g) Park calculations showing that City park requirements are being met.
- (h) A conceptual plan showing the general order in which the tract is planned to be developed.
- (i) If the applicant is submitting a revised general plan, ten copies of the previously approved general plan must be submitted, as well.

2. Graphic Requirements

- (a) Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plat.
- (b) A title block within the lower right-hand corner of the land plan that includes type (preliminary, final, replat, etc.) and name of plat, legible name and address of owner and design firm, name of development, date, and scale information indicating the scale at which the drawing is prepared.

- (c) A vicinity map in the upper right hand corner that delineates the site, major thoroughfares, freeways, watercourses and ditches.
- (d) The legal description of the tract according to the abstract and survey records of Fort Bend County, Texas. A metes and bounds description is not necessary.
- (e) North clearly indicated to the top or left of the study.
- (f) The perimeter of the boundary shall be drawn in bold solid line.
- (g) The location, width, and names of all existing or platted streets or other public rights-of-way within 200 feet of the tract.
- (h) Railroad rights-of-way (if in the area)
- (i) Topography with contours at a maximum of five-foot intervals/Quads.
- (j) Existing drainage channels or creeks, and other important natural features.
- (k) Existing pipelines, fee strips, and easements.
- (l) All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement Districts (LIDs), corporate limits, airport zones, and special districts. Show zoning district information if within corporate limits.
- (m) The proposed layout, classifications and right-of-way widths of all proposed collectors, arterials and higher and their relationship to adjoining sections showing coordination with the City's thoroughfare plan.
- (n) A general arrangement of land use cells, including residential tracts, multifamily tracts, commercial development, private open space, flood plains and drainage ways, and proposed maximum square footage of nonresidential uses and maximum multi-family residential densities.
- (o) The proposed phasing of development or the order of platting.
- (p) Conceptual utility plan, water, wastewater, and drainage.

B. Preliminary Plat

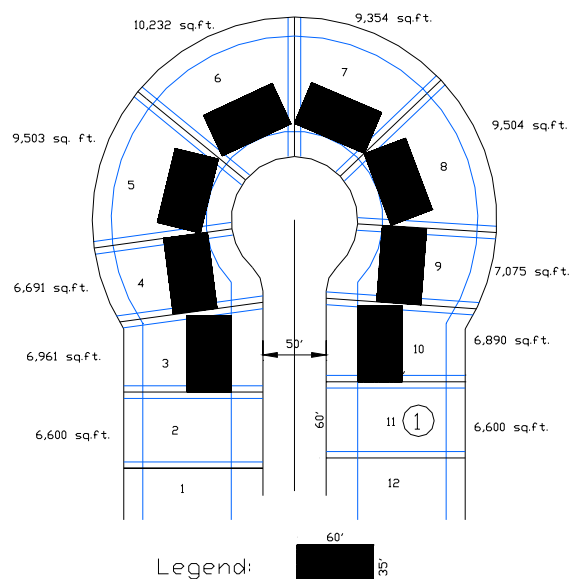
- (a) Submittal Requirements
 - (a) Seven (7) copies of completed application form.
 - (b) Seven (7) copies of the plat 24" x 36" folded into 8½" x 14".
 - (c) Seven (7) 24"x36" copies of the approved general plan, if applicable.
 - (d) Two (2) copies of utility one-line drawings with pipe sizes shown.
 - (e) The Development Review Coordinator shall be furnished with copies of letters verifying a copy of the plat has been sent to the following agencies for review to determine these agencies

have no objections. A copy of the preliminary plat should be sent to the utility company at this time for the establishment of the easements.

- Fort Bend County Drainage District
- Appropriate school district official (FBISD east of Brazos River & LCISD west of Brazos River)
- All applicable utility companies including gas, light and telephone
- Appropriate post office
- Appropriate Municipal Utility District and Levee Improvement District (if applicable)
- Fort Bend County Engineer (for ETJ plats only)
- Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees

(f) Variance request, if applicable

(g) Box Exhibit: On residential plats, the applicant shall provide a *separate exhibit* showing the graphic portion of the plat only. This exhibit shall be dimensioned and plotted at the same scale as the preliminary plat itself. On each non-perpendicular lot (lots on any curved street or cul-de-sac), the applicant shall show a box that fits between the side *lot lines* and is equal to the minimum lot requirements. The box shall be placed along the shortest tangent to the *required front building line* of the lot. (See Section 5-24 of the City of Sugar Land Subdivision Regulations.) The area in square feet of each of the lots should also be shown. The box is for graphical purposes only, and does not represent the proposed building footprint. (The box exhibit example shown below represents those lots located in the R-1 or the THR districts in the City and the minimum lot width required in the ETJ.) NOTE: The boxes are not house pads.



(h) If any of the following items exist, the applicant shall indicate on the plat or separate exhibit:

The location of all existing property lines

- Existing lot and block numbers and date recorded
- Existing building footprints
- All known existing sewer or water mains, gas mains or other underground structures whether public or private
- Recorded easements

2. Graphic Requirements

- (a) Plat shall be drawn to such scale as needed to be easily read. A graphic scale shall be shown on the plat.
- (b) A title block within the lower right-hand corner of the land plan that includes name, address and phone number of owner and design firm.
- (c) Name of development, date, scale.
- (d) North arrow, date and other pertinent data oriented to the top of the sheet.
- (e) Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest U.S.C. & G.S. data. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet.
- (f) All physical features of the property to be subdivided including location and size of all watercourses, 100-year flood plain according to Federal Emergency Management Agency information.
- (g) A vicinity map or location map that delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches. The vicinity map shall be located in the upper right-hand corner of the drawing.
- (h) The boundary lines, abstract lines, survey lines, corporate boundaries, district boundaries, existing or proposed highways and streets.
- (i) The name and location of all adjoining subdivisions, unplatted land and property owners, existing or proposed streets, alleys, railroads, easements, and any other features that may influence the layout of development within 200 feet of the subdivision limits of the proposed subdivision shall be drawn to the same scale and shown in dotted lines adjacent to the reserve proposed for subdivision in sufficient detail to show accurately the existing street and alleys and other features that may influence the layout of development of the proposed subdivision. The distance from the platted area to the nearest public street intersection must also be shown.
- (j) All zoning designations of the site and within 200' of the site, if applicable. This is to be shown on the preliminary plat only.
- (k) Proposed street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion). Street names must be finalized by the time of Final Platting.

- (l) Proposed arrangement of lots (including lot and block numbers), *lot dimensions*, and proposed land use. Any nonresidential reserves shall also be shown.
- (m) Sites, if any to be reserved or dedicated for parks, playgrounds, schools, or other public uses.
- (n) All preliminary plats shall be submitted in typed legible format on a readable blue line or black line paper.
- (o) Minimum City of Sugar Land building lines along streets for plats shown either graphically or by note. All front building lines must be shown graphically.
- (p) Center-line radius, existing and future right-of-way widths, and conformance to approved traffic impact analysis for all streets.
- (q) All public utility easements shall be included as required for utility companies or the City of Sugar Land.
- (r) Completed Encumbrance Statement (Attached as Exhibit D)

C. Final plats (Must turn in Infrastructure Construction Plans with Final Plat Submittal when Public Infrastructure is proposed.)

1. Submittal Requirements

- (a) Seven (7) copies of completed application form
- (b) Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"
- (c) Surveyor's certification block
- (d) One (1) 11" x 17" copy approved general plan with the proposed section shown (if applicable)
- (e) Approval letters, received to date, in response to contact with the required agencies listed under preliminary plat requirement. All response letters should be addressed to the Development Review Coordinator in the Planning Department at the City of Sugar Land. If staff has not received all required approval letters by the date of the Planning and Zoning Commission meeting, the plat will be pulled from the agenda without prior notification to the owner or applicant.
- (f) Reference ties to courses and distances of at least one recognized land corner shall be shown with a point of beginning.
- (g) Construction Plan Application and Construction Plans (Must be turned in with final plat submittal per Chapter 5, Development Code)
- (h) Variance request, if applicable.

1. Graphic Requirements

All graphic requirements for a preliminary plat should be shown on the final plat, excluding zoning designation. Additionally, the final plat shall include the following:

- (a) Plat shall be drawn to such scale as needed to be easily read. A graphic scale shall be shown on the plat.
- (b) A title block within the lower right-hand corner of the land plan that includes the name of the subdivision, the name, address, and telephone numbers of the subdivider and engineer or surveyor, the scale and location of the subdivision, and reference to original land grant or survey and abstract number shall be indicated. If more than one page is required for the plat the title block may be reduced in size on the subsequent sheets.
- (c) Name of development, date, scale.
- (d) North arrow, date and other pertinent data oriented to the top of the sheet.
- (e) The length and bearing of all straight lines and radii, arc lengths, chord length, tangent length and central angles of all curves shall be indicated along the lines of each lot or in a curve or line table. The curve data pertaining to block or lot boundaries may be placed in a curve table showing curve number, radius, delta, arc length, chord length, and chord bearing.
- (f) Vicinity map. The vicinity map is required on only one sheet.
- (g) On residential plats, if the final plat is not identical to the approved preliminary plat, or at the request of staff, the applicant shall provide the "box" exhibit required for preliminary plats.
- (h) The names, accurate location and widths of all adjacent streets, watercourses, railroads, alleys, easements, city and utility district boundaries, and all special districts.
- (i) The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be the applicant's responsibility to coordinate with the appropriate utility companies for placement of utility easements.
- (j) In all subdivisions and additions sufficient permanent monuments shall be established at points to represent or reference boundary corners, angle points, and points of curvature or tangency along all street rights-of-way in the subdivision. Survey monuments shall be an iron rod or pipe not less than five-eighth inches in diameter and thirty-six inches long. Monuments shall be set flush with the top of the ground or curb. Each monument set by the surveyor shall include a cap with the surveyor's registration number attached to it.
- (k) An owner's dedication block or acknowledgment shall contain a minimum of the information as required by the City. Examples of the information required on the final plat which would meet the above requirements shall be provided by the City, attached as Exhibit C.
- (l) A signature block for a statement signed by the owner and acknowledged before a notary public as to the authenticity of the signature.
- (m) A signature block for Lien holder's certification and notarization (if applicable)
- (n) Plat approval block for the signature of the Planning and Zoning Commission Chairman and City Secretary, attached as Exhibit B.

- (o) Fort Bend County requests that the plat names begin with the name of the subdivision. For example:

Correct: **Shady Acres, Section One**
Incorrect: A Final Plat of Shady Acres, Section One

- (p) Standard Master Notes. (Exhibit A)

D. Short Form Final Plats

1. Submittal and graphic requirements are the same as final plats.
2. There may be a separate plot plan exhibit to show improvements on site. The plot plan exhibit must be a separate exhibit for Short Form Final submittals.

E. Vacation Plats

1. Submittal Requirements
 - (a) Ten 24"x36" copies of the Vacation Plat
 - (b) Ten 24"x36" copies of the original plat
2. Graphic Requirements
 - (a) The recorded plat with the word **VACATED** written across the face of the plat.
 - (b) A signature block for Lien holder's certification and notarization (if applicable).
 - (c) Plat approval block for the signature of the Planning and Zoning Commission Chairman and City Secretary, attached as Exhibit B.
 - (d) A vacation plat shall be approved by the Planning and Zoning Commission. The Commission may require separate instrument be recorded which would preserve any public rights in improvements, easements, streets, alleys, or similar public areas which are deemed by the Commission as necessary to serve the surrounding area.
 - (e) An approved vacation plat must be recorded to eliminate the effects of the recorded plat, to divest all public rights to the streets, alleys, and other public areas laid out in the recorded plat.

F. Replats

The same submittal and graphic requirements shall be followed as for preliminary, final and short form final plats, depending on the degree of change, but shall also include the following.

1. Seven (7) 24"x 36" copies of the original recorded plat.
2. For residential replats only, a list of property owners names and addresses within 200' of the site for public hearing as required under Chapter 5 of the Development Code.

3. The subtitle shall identify the document as “Lots_____being a replat of Lots_____of Block_____of the _____Subdivision.”
4. The reason for replat will also be stated in detail in the subtitle.
5. A copy of all easements filed by separate instrument, if applicable.
6. A copy of all abandoned easements filed by separate instrument, if applicable.
7. Fort Bend County requests that the plat names begin with the name of the subdivision. For example:

Correct: Shady Acres, Section One, A Replat

Incorrect: A Replat of a Final Plat of Shady Acres, Section One

G. Administrative Plats: Amending Plat or Minor Plat (Ch. 5 Sec. 5-15 and 5-16)

An amending plat or minor plat shall meet all of the submittal requirements set forth for a final plat plus the following.

1. Copy of all easements filed by separate instruments, if applicable.
2. A copy of all abandoned easements filed by separate instrument, if applicable.
3. Fort Bend County requests that the plat names begin with the name of the subdivision. For example:

Correct: Shady Acres, Section One, An Amending Plat

Incorrect: An Amending Plat of Final Plat of Shady Acres, Section One

4. Amending plats shall state the reason for amending plat in detail in the subtitle.

H. Extension of Approval

1. Submittal Requirements for an extension of Planning and Zoning Commission approval-
 - (a) Letter of request 45 days prior to expiration date of approval of final plat.
 - (b) Seven 24” x 36” copies of the approved final plat.
 - (c) Reason for the extension request.

V. APPROVAL PROCEDURES

A. General Land Plan

1. Staff (*including the Parks and Recreation Director*) has 45 days to review the general plan. In most cases, this review will include a general utility layout and a Traffic Impact Analysis (TIA) for the property (as determined by applicable City regulations).
2. Once comments have been sent to and addressed by the applicant, the general plan is presented to the Planning and Zoning Commission, for a recommendation to the City Council.

3. The general plan is presented to Council, along with the recommendations of the *Parks and Recreation Director* and the Planning and Zoning Commission for final approval.
4. Digital or scanned copy in DXF or DGN format is required ***once the general land plan has been approved by City Council.***

B. Preliminary, Final, Short Form Final, Replats and Vacation Plats

1. Once staff has certified a plat as “filed”, the plat will be placed on the next Planning and Zoning agenda for action. The applicant will be furnished with a copy of the written recommendation.
2. The Planning and Zoning Commission will consider the final plat and the written recommendation at the regularly scheduled meeting and may take one of the following actions:
 - Approval;
 - Disapproval;
 - Table action until a further specified date; or
 - Determine application incomplete
3. The applicant has the option to withdraw the plat.
4. *The Development Coordinator will furnish the applicant a letter indicating the outcome of the Planning and Zoning Commission Meeting as to plat status. This letter will serve as the “Plat Certificate” under state law if the plat is approved.*

C. Administrative Plats: Amending Plats and Minor Plats

Staff, by recommendation to the City Manager, may review an amending plat or minor plat that complies with Section 5-15 or 5-16 as appropriate, and the City Manager and Mayor sign the plat for recordation. Staff may elect to present the amending plat to the Planning and Zoning Commission for approval or disapproval, as in the case of other plats. The City will not disapprove an amending or minor plat. If the City does not administratively approve the plat, it will be referred to the Planning and Zoning Commission for action under Chapter 5 and Chapter 212 of the Local Government Code.

D. Appeals

1. Letters of appeal must be submitted in writing to the Director of Planning. The letter must clearly specify the reasons for appeal.
2. Upon receipt of the appeal, it will be placed on the agenda of the next available regularly scheduled City Council meeting.
3. City Council’s decision on each appeal will be final.

VI. RECORDATION

- A. Following the approval of the Planning and Zoning Commission or City approval of an amending or minor plat, the following procedures apply to recordation:
1. Within one year following the approval of the final plat by the Planning and Zoning Commission the subdivider shall submit at least three originals to the City for signatures and recordation for plats within the city limits and at least three for plats in the ETJ. The originals shall be on at least three-mil camera-positive matte finish (both sides) film. All signatures and seals shall be clearly affixed in permanent black ink.
 2. An original current title commitment no older than 30 days for the specified reserve is required.
 3. *Plats in City Limits* require two sets of original tax certificates from each taxing entity to be submitted and verified prior to the City signatures and seals being affixed on the plat. A cover letter from the person making the statement addressed to the County Clerk's office must be attached to the mylars listing all taxing entities involved for plats in the City, per Fort Bend County requirements. *Plats in ETJ require one set of tax certificates. The applicant furnishes the other set directly to the County for Commissioners Court for approval and recordation.*
 4. If the plat is within the City, the City shall record the plat at the County Clerk's office. The subdivider shall forward a check, made out to the County Clerk for the appropriate amount with the submittal of the originals for signatures. As of 2007, the County Clerk requires the driver's license number of the individual signing the check to be on the check or it will not be accepted.
 5. All requirements of applicable ordinances and development agreements must have been executed.
 6. Surveyor's seal, signed
 7. Park dedication fees, transportation and utility connection fees shall be paid prior to the release of the plat for recordation as applicable. Note: Parkland dedication fees apply to residential plats only.
 8. An Electronic Submittal of all approved general land plans or revised general land plans, preliminary and final plats are required in DGN or DXF format.
 9. Surety (Ch. 5, Section 5-35) to guarantee public infrastructure is required per the Development Code requirements, unless the infrastructure has been constructed and accepted per Chapter 5 requirements.
- B. After plats have been recorded with the county, the following must be submitted to the City.
1. An address map. All addresses shall be coordinated with the appropriate utility company or the City.
 2. Five blueines of the signed and a recorded copy of the plat shall be submitted to the City.
 3. One original, recorded mylar
 4. An electronic pdf document of the recorded plat for City records.

VII. SITE PLAN PACKAGES

A. SUBMITTAL DATES and REVIEW SCHEDULE

1. Site plan package submittals will be accepted by the Development Review Coordinator every Monday from 8:00a.m. until 3:00p.m. for a three week review. If a holiday falls on Monday, site plans will be accepted the following Tuesday. A two-week review is possible if submitted by 10:00am on Monday with all items included.
2. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of the time of submittal.
3. Once the application packet is complete, the Development Coordinator will route the packet to staff for review for compliance with all applicable codes and regulations.
4. Staff may take fifteen to twenty working days to review the initial submittal. At the end of staff review, comments will be sent to the applicant. Please note the following schedules for a complete submittal that meets the 10:00am Monday deadline:
 - i. Week 1 (Initial Review with DRC –staff only)
 - ii. Week 2 (Comments due and DRC group meet with applicants on Thursday to go over comments prior to sending out by Friday)
 - iii. Once Site Plan package is resubmitted, comments are cleared out (approx. 3-5 days)
5. Once the applicant has resubmitted a site plan that addresses and satisfies all staff comments, the plan will be stamped approved. If the property is being platted concurrently with the site plan package review, the plat will need to be recorded prior to approval of the package. The applicant and the Permits and Inspections Dept. will be notified by letter confirming approval of the site plan. The Permits and Inspections Dept. issues building permits for the City of Sugar Land.
6. If a conditional use permit, rezone, or variance is requested for a specific site, site plans will not be approved until the CUP, rezone or variance is approved by Council.

B. SUBMITTAL REQUIREMENTS

1. Cover Sheet
2. Recorded Plat or a Plat Submittal (Site plan will not be approved without a *recorded* plat)
3. Overall Site Layout
4. Building Elevations and Square Footage
5. Engineering Civil Designs including Paving & Drainage, Water & Sanitary Sewer Layout
6. Landscaping and Irrigation Plan (Include Tree Inventory for existing protected trees- as applicable)
7. City of Sugar Land standard engineering detail drawings, if applicable
8. Proposed traffic trip generation for site, if applicable

C. GRAPHIC REQUIREMENTS

1. Cover Sheet

- a) Name of project
- b) Address of project
- c) Name, address, and phone number of applicant
- d) Name, address, and phone number of owner
- e) Vicinity map

2. Overall Site Layout

(For questions, please contact the Planning Department at (281) 275-2218.)

- a) Site plans should include the following:
 - Entire platted lot
 - Street layout including driveways, medians and median breaks within 200 feet of the site, including those on the opposite side of the street
 - All adjacent land uses and zoning within 200 feet of the site, showing all property lines
- b) Proposed land use for the site (in detail)
- c) Proposed and existing easements, building lines, or other restrictions recorded by separate instrument. Fort Bend County recording information must be shown.
- d) City of Sugar Land required setbacks (parking and building)
- e) Proposed and existing structures and accessory uses, including, but not limited to, parking lots, fences, refuse containers, a/c units and outdoor storage.
- f) Parking calculations (parking required v. parking provided) including “accessible spaces”
- g) Delivery truck and vehicle circulation plan including aisle width and parking depth dimensions and directional arrows showing traffic flow.
- h) Driveway widths and curb radii
- i) Sidewalks, clearly labeled and dimensioned
- j) North arrow
- k) Standard scale
- l) Zoning District, if within City Limits
- m) Square footage of buildings

3. Building Elevations

(For questions, please contact the Planning Department at (281) 275-2218.)

- a) Show correct building heights in compliance with Chapter 2 of the Development Code of the City of Sugar Land.
- b) Include all rooftop-mounted equipment extending above the roof line. Rooftop equipment must be screened from public view.
- c) Include information regarding type of exterior finishes on each wall of the building. For the B-O, B-1, and B-2 Districts, as well as non-residential construction in a residential District, exterior finishes must meet Chapter 2, Article X of the Development Code.

4. Engineering Civil Designs including Paving & Drainage

(For questions, please contact the Engineering Department at (281) 275-2780.)

- a) Letters of approval from the Fort Bend County Drainage District, the appropriate Municipal Utility District, Levee Improvement District, and other jurisdictional agencies, if applicable.
- b) Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer indicating compliance with Fort Bend County Drainage Criteria Manual.
- c) Size, type, and slope of pipe and connection to public system. *The actual connection to the public system must comply with the City of Sugar Land Design Standards; however, the pipe connecting to the public system can be the size and type chosen by the registered professional engineer.*
- d) Overall area and drainage area boundaries and flow per inlet
- e) Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern. Show top of pavement and curb elevations as needed.
- f) Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this will be handled.
- g) Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well
- h) Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual *or methodology approved by the City of Sugar Land.* Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) were constructed in accordance with the City approved construction plans and specifications.
- i) Type of pavement to be used
- j) Slab elevation

5. Water and Sanitary Sewer

(For questions, please contact the Engineering Department at (281) 275-2780.)

- a) Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
- b) Size, type, and grade of the sanitary sewer lines and manholes and any existing and proposed manholes. Show proposed lines bolder than existing and label, as well.
- c) Notify City 24 to 48 hours prior to connecting to public infrastructure.
- d) All public water and sanitary sewer, or connections to public utilities must comply with all City of Sugar Land Design Standards. *The actual connection to the public system must comply with the City of Sugar Land Design Standards; however, the pipe connecting to the public system can be the size and type chosen by the registered professional engineer.*
- e) Include all applicable City of Sugar Land Design Standard Details that pertain to connections to public utilities.

6. Landscaping and Irrigation Plan and Protected Tree Information

(For questions, please contact the Planning Department at (281) 275-2218.)

- a) Landscape plan as per Development Code Chapter 3 is required.
- b) Show location of all existing landscaped areas to remain and proposed landscaped areas to be installed including all plant materials with height at planting and mature crown spread of new and existing plants.
- c) Location of all Protected Trees that will be preserved and any to be removed or relocated. A Protected Tree means a hardwood tree having a minimum caliper size of eight inches or greater, as measured four-and-a-half feet above ground level. Illustrate Tree preservation procedures. Ex. Tree protection fencing
- d) Area (square feet) of all interior landscaped islands to be used toward interior parking lot landscaping requirements. Ratio of interior landscaping to parking (square feet of interior landscaping per 20 parking spaces)
- e) Screening materials for all accessory structures, including refuse containers
- f) Screening materials for all outdoor storage areas
- g) Fencing materials
- h) A complete landscape summary including the amount of landscape required versus the amount of landscaping provided plus a landscape schedule
- i) An irrigation plan

7. Traffic

(For questions, please contact the Engineering Department at (281) 275-2780.)

- a) Proposed improvements per phase
- b) Traffic Impact Analysis, if applicable. Complete TIA worksheet on site plan package application.
- c) Traffic Control Plans for construction
- d) Right-of-way use permit if applicable
- e) Site generated trips

EXHIBIT A

MASTER NOTES LIST FOR PLATS IN THE ETJ AND CITY LIMITS OF SUGAR LAND as of April 2007

NOTES:

- 1.) B.L. INDICATES BUILDING LINE; U.E. INDICATES UTILITY EASEMENT; STM. S.E. INDICATES STORM SEWER EASEMENT; W.L.E. INDICATES WATER LINE EASEMENT; S.S.E. INDICATES SANITARY SEWER EASEMENT; H.L. & P.E. INDICATES HOUSTON LIGHTING AND POWER EASEMENT; D.E. INDICATES DRAINAGE EASEMENT; P.L. INDICATES PROPERTY LINE.
- 2.) BENCHMARK:
(EXAMPLE: NGS BENCHMARK DISC STAMPED J 1214 1973, LOCATED APPROXIMATELY 350 FEET SOUTHEASTERLY ALONG TEXAS STATE HIGHWAY NO.6 FROM ITS INTERSECTION WITH DULLES AVENUE, AT THE JUNCTION OF ABANDONED LESTER ROAD, IN THE TOP OF THE NORTHWEST CONCRETE HEAD WALL OF A LARGE CONCRETE BOX CULVERT, 25 FEET NORTHEAST OF THE CENTER LINE OF THE HIGHWAY.) U.S.C. & G.S. 1929 M.S.L. DATUM, 1973 ADJUSTMENT, ELEV. =
_____.
- 3.) ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED UPON U.S.C. & G.S. 1929 M.S.L. DATUM, 1973 ADJUSTMENT.
- 4.) ALL BEARINGS REFERENCED TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE.
- 5.) THIS PLAT WAS PREPARED TO MEET CITY OF SUGAR LAND AND FORT BEND COUNTY REQUIREMENTS.
- 6.) THIS PLAT WAS PREPARED FROM INFORMATION FURNISHED BY (NAME OF TITLE INSURANCE COMPANY), G.F. NO. _____, EFFECTIVE DATE _____. THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.
- 7.) THIS PLAT LIES WHOLLY WITHIN MUNICIPAL UTILITY DISTRICT NO. _____, LEVEE IMPROVEMENT DISTRICT NO. _____, FORT BEND SUBSIDENCE DISTRICT, FORT BEND COUNTY DRAINAGE DISTRICT AND THE ETJ OF THE CITY OF SUGAR LAND (OR) CITY LIMITS OF SUGAR LAND, AND FORT BEND COUNTY.
- 8.) "SUBDIVISION NAME" LIES WITHIN (SHADED OR UNSHADED IF APPLICABLE) ZONE "_____" AS PER FLOOD INSURANCE RATE MAP, MAP NUMBER _____, DATED _____.
- 9.) APPROVAL OF THIS PLAT WILL EXPIRE ONE YEAR FROM PLANNING AND ZONING COMMISSION APPROVAL IF NOT RECORDED IN THE REAL PROPERTY RECORDS OF THE COUNTY OF FORT BEND.
- 10.) THERE ARE NO PIPELINES NOR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION (OR) THE PIPELINES AND/OR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION ARE AS SHOWN.

- 11.) FIVE-EIGHTHS INCH (5/8") IRON RODS THREE FEET (3') IN LENGTH ARE SET ON ALL PERIMETER BOUNDARY CORNERS, UNLESS OTHERWISE NOTED. BLOCK CORNERS OR STREET RIGHT-OF-WAYS HAVE NOT BEEN MONUMENTED. **(ADD NOTE TO PLAT IF NOT LISTED IN THE SURVEYOR SIGNATURE BLOCK)**
- 12.) THE MINIMUM SLAB ELEVATION SHALL BE _____, ONE FOOT ABOVE TOP OF CURB, OR 1.5 FEET ABOVE NATURAL GROUND, WHICHEVER ELEVATION IS HIGHER. NATURAL GROUND CONTOURS INDICATED ARE PRIOR TO DEVELOPMENT OF THE TRACT.
- 13.) ALL LANDSCAPING AND STRUCTURES, INCLUDING FENCES, AT INTERSECTIONS SHALL CONFORM TO THE CITY OF SUGAR LAND AND AASHTO SITE DISTANCE REQUIREMENTS FOR MOTORISTS.
- 14.) NO OWNER OF THE LAND SUBJECT TO AN EASEMENT MAY PLACE, BUILD OR CONSTRUCT ANY PERMANENT BUILDING, STRUCTURE OR OBSTRUCTION OF ANY KIND OVER, UNDER OR UPON THE EASEMENT, PROVIDED THAT SUCH OWNER MAY CROSS OR COVER THE EASEMENT WITH A PAVED DRIVEWAY/PARKING LOT UNDER THE FOLLOWING CONDITIONS. THE DRIVEWAY SHALL BE JOINTED AT THE BOUNDARY LINE OF THE EASEMENT TO LIMIT THE AMOUNT OF PAVING THAT MUST BE REMOVED TO PROVIDE ACCESS, AND THERE SHALL BE NO OBLIGATION OF THE CITY TO REPLACE/REPAIR ANY PAVING REMOVED IN THE EXERCISE OF THIS EASEMENT.
- 15.) WOOD SHINGLES ARE HEREBY PROHIBITED WITHIN THIS SUBDIVISION.
- 16.) THE DRAINAGE SYSTEM FOR THIS SUBDIVISION SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING DURING INTENSE RAINFALL EVENTS.
- 17.) SIDEWALKS SHALL BE CONSTRUCTED AS REQUIRED BY SECTION 6.7 OF THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND. PRIOR TO THE ACCEPTANCE OF STREETS WITHIN THE SUBDIVISION BY THE CITY OF SUGAR LAND, SIDEWALKS SHALL BE CONSTRUCTED BY THE DEVELOPER ALONG ALL STREETS WHERE HOUSES WILL NOT FRONT OR SIDE. (Does not apply with US59 and Grand Parkway.) HOMEBUILDERS SHALL CONSTRUCT SIDEWALKS ALONG STREETS ON WHICH HOMES FRONT AND ALONG STREETS ON WHICH HOMES SIDE. (BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED, IF INSIDE THE CITY LIMITS.)
- 18.) SIDEWALKS SHALL BE CONSTRUCTED AS REQUIRED BY SECTION 6.7 OF THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND. PRIOR TO THE ACCEPTANCE OF STREETS WITHIN THE SUBDIVISION BY THE CITY OF SUGAR LAND, SIDEWALKS SHALL BE CONSTRUCTED BY THE DEVELOPER ALONG ALL STREETS NON-RESIDENTIAL CONSTRUCTION WILL NOT FRONT OR SIDE. (Does not apply with US59 and Grand Parkway.) COMMERCIAL BUILDING DEVELOPERS SHALL CONSTRUCT SIDEWALKS ALONG STREETS ON NON-RESIDENTIAL CONSTRUCTION FRONT AND ALONG STREETS ON WHICH NON-RESIDENTIAL CONSTRUCTION SIDE. (BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED, IF INSIDE THE CITY LIMITS.)

ADDITIONAL NOTES FOR NON-RESIDENTIAL PLATS:

NOTES 19 AND 20.1 SHALL BE SUBSTITUTED FOR NOTES 16 AND 20 FOR PROPERTY LOCATED IN THE MARKET PLACE OF SUGAR LAND AND SUGAR CREEK CENTER WHICH IS BOUNDED BY THE INTERSECTIONS OF U.S. HWY. 90, U.S. HWY. 59 AND COMMERCE GREEN BLVD.

- 19.) THE DRAINAGE SYSTEM FOR THIS PROPERTY SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL. THIS PROPERTY IS SUBJECT TO THE DRAINAGE REQUIREMENTS IMPOSED BY CITY OF SUGAR LAND ORDINANCE NO. 1129 EFFECTIVE JUNE 15, 1998 WHICH SPECIFIES DRAINAGE REQUIREMENTS FOR THIS AREA.
- 20.) PRIOR TO ANY CONSTRUCTION ON SUBJECT LOTS OR NON-RESIDENTIAL TRACTS, THE CITY OF SUGAR LAND SHALL REVIEW AND APPROVE DRAINAGE CALCULATIONS PERFORMED BY A REGISTERED PROFESSIONAL ENGINEER ILLUSTRATING AVAILABLE OUTFALL AND/OR DETENTION CAPACITY.
- 20.1) PRIOR TO ANY CONSTRUCTION ON SUBJECT LOTS OR NON-RESIDENTIAL TRACTS, THE CITY OF SUGAR LAND SHALL REVIEW AND APPROVE DRAINAGE CALCULATIONS PERFORMED BY A REGISTERED PROFESSIONAL ENGINEER.
- 21.) SITE PLANS SHALL BE SUBMITTED TO THE CITY OF SUGAR LAND FOR STAFF REVIEW AND APPROVAL PRIOR TO CONSTRUCTION. DRIVEWAY REQUIREMENTS FOR THE LOCATIONS, WIDTHS AND OFFSET FROM AN INTERSECTION AND ANY EXISTING DRIVEWAYS OR PROPOSED DRIVEWAYS, SHALL CONFORM TO THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND.
- 22.) BUILDING HEIGHT RESTRICTIONS SHALL APPLY WHEN NON-RESIDENTIAL PROPERTY ABUTS RESIDENTIAL PROPERTY AS PER THE DEVELOPMENT CODE REGULATIONS OF THE CITY OF SUGAR LAND.
- 23.) *The following note will be placed only on plats where it is determined cross access is needed:* CROSS ACCESS FOR ALL RESERVES WILL BE PROVIDED UNDER A SEPARATE INSTRUMENT TO BE RECORDED IN THE REAL PROPERTY RECORDS OF FORT BEND COUNTY. SUCH INSTRUMENTS WILL PROVIDE INGRESS AND EGRESS FOR THE OWNERS AND TENANTS OF EVERY COMMERCIAL RESERVE AND THEIR RESPECTIVE EMPLOYEES, AGENTS, CONTRACTORS, INVITEES, AND CUSTOMERS.

ADDITIONAL NOTES FOR RESIDENTIAL SUBDIVISION PLATS

- 24.) ONE-FOOT TRACT DEDICATED FOR BUFFER PURPOSES TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS WHERE SUCH STREETS ABUT ADJACENT PROPERTY. THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED OR RE-SUBDIVIDED IN A RECORDED PLAT, THE ONE-FOOT TRACT SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS OR SUCCESSORS.
- 25.) ALL BUILDING LINE TRANSITIONS SHALL BE AT 45 DEGREE ANGLES TO THE STRAIGHT SIDE LOT LINE WHERE THE TRANSITION OCCURS.

- 26.) DRIVEWAY REQUIREMENTS FOR THE LOCATIONS, WIDTHS AND OFFSET FROM AN INTERSECTION AND ANY EXISTING DRIVEWAYS OR PROPOSED DRIVEWAYS, SHALL CONFORM TO THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND.
- 27.) ALL LAKE/DETENTION TRACTS, EASEMENTS, OPEN SPACE, OR OTHER COMMON AREAS WITHIN THE BOUNDARIES OF THIS PLAT SHALL BE MAINTAINED BY THE APPLICABLE HOMEOWNERS' ASSOCIATION, LEVEE IMPROVEMENT DISTRICT, OR OTHER PERPETUAL PRIVATE ENTITY. HOMEOWNERS' ASSOCIATIONS SHALL BE ESTABLISHED IN ACCORDANCE WITH SECTION 5-34 OF THE CITY OF SUGAR LAND SUBDIVISION REGULATIONS.

NOTE REQUIRED FOR PLATS CONTAINING PUBLIC STREETS:

- 28.) STREET LIGHT DESIGN PLANS, IN ACCORDANCE WITH THE CITY OF SUGAR LAND DESIGN STANDARDS, SHALL BE SUBMITTED TO THE CITY OF SUGAR LAND FOR STAFF REVIEW AND APPROVAL PRIOR TO INSTALLATION OF STREET LIGHTS.

NOTES REQUIRED FOR PLATS IN THE ETJ ONLY:

- 29.) ALL LOTS SHALL HAVE A MINIMUM OF FIVE (5) FOOT SIDE YARDS OR MEET SECTION 5-25B(2)(a), (b), or (c) AS APPLICABLE TO NONRESIDENTIAL AND MULTI-FAMILY IN THE ETJ.
- 30.) WITHIN SUGAR LAND'S ETJ, ALL GARAGES SHALL BE SET BACK A MINIMUM OF TWENTY (20) FEET FROM THE STREET RIGHT-OF-WAY ON CORNER LOTS, WHEN SAID LOT IS A SIDE LOADING LOT. A SIDE LOADING LOT IS A CORNER LOT WITH A SIDE LOADING GARAGE OR CARPORT.

NOTES REQUIRED FOR PLATS IN THE CITY OF SUGAR LAND ONLY:

- 31.) THIS PROPERTY IS SUBJECT TO ZONING BY CITY OF SUGAR LAND ORDINANCE AND ALL REGULATIONS SET FORTH THEREIN.
- 32.) AS REQUIRED BY SEC. 5-35F, THE CITY SHALL NOT ISSUE ANY PERMITS FOR CONSTRUCTION WITHIN THE SUBDIVISION WITHIN THE CORPORATE LIMITS, EXCEPT PERMITS TO CONSTRUCT PUBLIC IMPROVEMENTS, UNTIL SUCH TIME AS ALL PUBLIC IMPROVEMENTS OF THE SUBDIVISION HAVE BEEN CONSTRUCTED AND ACCEPTED BY THE CITY OR A CERTIFIED CHECK, PERFORMANCE BOND OR LETTER OF CREDIT IS PROVIDED TO AND ACCEPTED BY THE CITY.

NOTES REQUIRED FOR PLATS WITHIN THE BOUNDARIES OF THE SUGAR LAND MUNICIPAL AIRPORT ZONING MAP:

- 33.) THIS PROPERTY IS LOCATED WITHIN THE BOUNDARIES OF THE SUGAR LAND MUNICIPAL AIRPORT ZONING MAP AND IS SUBJECT TO SUGAR LAND MUNICIPAL AIRPORT ZONING REGULATIONS.

EXHIBIT B
(Updated 5/13/02)
City of Sugar Land Certification

Planning and Zoning Commission Approval

This is to certify that the Planning and Zoning Commission of the City of Sugar Land, Texas has approved this plat and subdivision of _____ in conformance with the laws of the State of Texas and the ordinances of the City of Sugar Land as shown hereon and authorizes the recording of this plat this _____ day of _____, 20____.

Joe R. Zimmerman, P.E., Chairman

Glenda Gundermann, City Secretary

Administrative Approval

This is to certify that this plat is an amending plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-15 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

David G. Wallace, Mayor

Glenda Gundermann, City Secretary

Allen Bogard, City Manager

Minor Plat Administrative Approval

This is to certify that this plat is a minor plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-16 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

David G. Wallace, Mayor

Glenda Gundermann, City Secretary

Allen Bogard, City Manager

County Clerk

I, Dianne Wilson, County Clerk in and for Fort Bend County, hereby certify that the foregoing instrument with its certificate of authentication was filed for recordation in my office on _____, 20, ____, at _____ o'clock __.M., in Slide No. _____ of the plat records of said county.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

Dianne Wilson, County Clerk
Fort Bend County, Texas

By: _____
Deputy

EXHIBIT C

Owner' Dedication Block for Plats

The Undersigned, _____, a Texas Corporation (herein called "Owner"), Owner of the property subdivided in the above and foregoing plat of _____ does hereby make subdivision of said property according to the lines, streets, lots, building lines, and easements thereon shown and designate said subdivision as _____ located in the _____ League, Abstract Number _____, Fort Bend County, Texas, and hereby dedicates to public use as such, the streets and easements shown thereon forever and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets dedicated or occasioned by the alteration of the surface of any portion of streets to conform to such grades, and does hereby bind itself, its successors and assigns to warrant and defend forever the title to the land so dedicated.

Further, Owner does hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to prevent the drainage of any septic tanks into any public or private street, road or alley or any drainage ditch, either directly or indirectly.

In testimony, whereof, _____, has caused these presents to be signed by _____, and its common seal hereunto affixed this _____ day of _____, 20 ____.

NOTARY PUBLIC

EXHIBIT D

Encumbrances Certificate (Preliminary Plats)

Note: The following paragraph is to be placed on the face of all preliminary plats or on a separate page to be submitted separately to be filed separately with the materials required to be submitted with plats requesting preliminary approval.

I, (name of Owner or Applicant), do hereby certify, to the best of my knowledge, that all existing encumbrances, such as various types of easements both public and private, fee strips and all significant topographical features which would effect the physical development of the property illustrated on this plat are accurately identified and located and further certify that this plat represents all of the contiguous land which the (owner or subdivider) owns or has a legal interest in. (In those instances where the owner or subdivider owns or has a legal interest in any adjacent property, this paragraph must be modified to reflect the extent of such ownership and a boundary description of the land involved must be provided).

(Signature of Owner or Applicant)

(Name to be printed)

EXHIBIT E ELECTRONIC SUBMITTALS

We are now requesting electronic submittals for all general land plans, overall construction plans utility layouts, plats submitted for recordation (mylars), and site plans. All electronic submittals are to be provided on a CD or 3.5" **LABELED** diskette(s) in either .DGN or .DXF format with all information provided in layers according to the following table.

LAYER SYMBOLOGY CHART FOR CONSTRUCTION PLAN AND PLAT SUBMITTAL

LAYER	LAYER NAME	DESCRIPTION
1	CL	CENTER LINE
2	ROW	RIGHT OF WAY
3	LOTLINE_PRO	LOT LINES/ RESERVES (PROPOSED)
4	BOUNDARY	BOUNDARIES
5	BMARK	CITY OF SUGAR LAND BENCHMARK
6	LOTNOS	LOT NUMBERS/ BLOCK NUMBERS
7	SUBDIVNM	SUBDIVISION NAMES/ SECTION NUMBERS
8	STREET NM	STREET NAMES
9	WATER_PRO	WATER LINES (PROPOSED)
10	SANSWR_PRO	SANITARY SEWERS (PROPOSED)
11	STMSWR_PRO	STORM SEWERS (PROPOSED)
12	DRAINAGE	DRAINAGE DITCH
13	PVMT_PRO	PAVEMENT (PROPOSED)
14	PVMT_EXI	PAVEMENT (EXISTING)
15	CURVEDT	CURVE DATA
16	SURVEYDT	SURVEY DATA
17	EASEMENT	EASEMENTS
18	TBLOCK	TITLE BLOCK/VICINITY MAPS/LEGEND/SCALE
19	MATCHLN	MATCH LINES
20	NORTH	NORTH ARROW
21	BUILDLN	BUILDING LINES
22	BUILDFP	BUILDING FOOTPRINTS
23	TOPO	TOPOGRAPHY
24	UTIL_PRO	UTILITIES (PROPOSED)
25	LAKES	LAKES/PONDS ETC.
26	STREAM	CREEKS/BAYOUS/RIVERS ETC.

27	CANAL	CANALS
28	RR	RAILROADS
29	ADDRESS	STREET ADDRESS
30	CITYLIM	CITY LIMIT LINES
31	COUNTYLN	COUNTY LINES
32	ETJ	ETJ LINES
33	NOTES	NOTES/MISCELLANEOUS NOTATIONS
34	STAMP	CITY OF SUGAR LAND APPROVAL STAMP
35	UTIL_EXI	UTILITIES (EXISTING)
36	LOTLINE_EXI	LOT LINE/RESERVES (EXISTING)
37	WATER_EXI	WATER LINES (EXISTING)
38	SANSWR_EXI	SANITARY SEWERS (EXISTING)
39	STMSWR_EXI	STORM SEWERS (EXISTING)